

## Leave Codes

Refer to the [Leave Code Definitions and Pay](#) document for long descriptions of each leave code, what pays are allowed, and what deductions will be taken when an employee is in a specific leave code. See the 501 Leave of Absence P1 description for instructions on how to put an employee on leave.

**Notes:** Abbreviations used below: EE = Employee / PP = Pay Period / LOA = Leave of Absence

Continuous leave = Employee is off work entirely and not working any hours

Intermittent leave = Employee is working some hours each pay period

All leave codes allow regular other pay and term leave pay.

Leave Code	Donations Allowed?	Will hours on timesheet/ PAYN be paid?	When to move employee to leave code?	When to: Move employee to another code (502 Leave Code Correction P1) OR Return employee from leave (520 Return from Leave P1)	Need to do P1s to pay and zero out accruals?
<b>40 Military Leave With Pay</b> To pay the 30 days of paid military leave at the beginning of each year.	No	Yes	PP in which January 1 falls, <b>if</b> the employee is currently in leave code 41.	<ul style="list-style-type: none"> <li>Employee should be moved back to code 41 Military Leave Without Pay the pay period after the 30 days of annual leave have been paid.</li> <li>Employee should be returned upon physically returning to work.</li> </ul>	No
<b>41 Military Leave Without Pay</b> A military employee who is in training or deployed for a continuous period.	No	Only when the LOA date is in the current PP	After exhausting the 30 days (or what remains) of annual leave.**	<ul style="list-style-type: none"> <li>Employee should be moved to code 40 Military Leave With Pay in the PP in which January 1 falls in order to pay the 30 days of annual leave.</li> <li>Employee should be returned upon physically returning to work.</li> </ul>	No
<b>44 Educational Leave</b> Approved paid or unpaid educational leave.	No	Yes	PP the educational leave begins.	<ul style="list-style-type: none"> <li>Return from leave when the educational leave has ended.</li> </ul>	No
<b>50 Leave Without Pay</b> A non-medical leave of absence without pay.	Yes*	Only when the LOA date is in the current PP	PP the leave without pay begins.	<ul style="list-style-type: none"> <li>Return from leave in the PP the employee has returned to work.</li> </ul>	No
<b>53 FMLA for Family Member</b> Continuous or intermittent FMLA leave for a family member.	Yes	Yes	PP in which the EE exhausts all available balances.	<ul style="list-style-type: none"> <li>If all FMLA leave is exhausted before employee is ready to return, move to code 50 Leave Without Pay.</li> <li>Employee should be returned when they are no longer on continuous or intermittent leave for the family member.</li> </ul>	Yes, if EE is on continuous leave; otherwise No
<b>54 Medical Leave Without Pay</b> An employee on continuous medical leave.	Yes	Only when the LOA date is in the current PP	PP in which the EE exhausts all available balances.	<ul style="list-style-type: none"> <li>If employee returns to work only part-time or intermittently, move to code 57 Medical Intermittent Leave in that PP.</li> <li>Return from leave in the PP the employee has returned to work.</li> </ul>	Yes, pay/zero out accruals PP after EE is put on leave
<b>57 Medical Intermittent Leave</b> An employee on intermittent medical leave.	Yes	Yes	PP in which the EE exhausts all available balances.	<ul style="list-style-type: none"> <li>If employee changes from intermittent to continuous leave, move employee to code 54 Medical Leave Without Pay.</li> <li>Return from leave when the employee has fully returned to work.</li> </ul>	No
<b>59 Temporary Layoff</b> Temporary layoff per a Collective Bargaining Agreement.	No	Only when the LOA date is in the current PP	PP the temporary layoff begins.	<ul style="list-style-type: none"> <li>Return from leave in the PP the employee has returned to work.</li> </ul>	No

\*only if employee is on leave for a family member and has exhausted their FMLA hours and been moved to code 50.

\*\*and any vacation and/or comp time requested is used. An employee on Military Leave does not have to use vacation or comp time, but may elect to do so if balances permit.